

EXPLANATION REGARDING PREPARATION OF TRAVEL ORDERS

1. General:
  - a. Sufficient supply of travel orders are being forwarded under separate cover for present usage. You will be resupplied upon receipt of a requisition.
  - b. Eleven (11) copies of travel orders on each individual should be submitted to Headquarters for distribution and 1 copy retained in the field.
2. Travel orders should be written in conformity with the approved travel request as follows:
  - a. Travel Order Number - to be furnished by Headquarters.
  - b. Allotment Account Symbol - as applicable.
  - c. Name - true name.
  - d. Office Phone - not necessary.
  - e. Grade and Salary - as applicable.
  - f. Title - position title. i.e., Intell. Offr., Ops. Offr., Finan., Offr., Secy.
  - g. Official Station - as applicable.
  - h. Itinerary - official station to TDY point, number of days TDY; to home leave point for number of days; to TDY point, number of days; and return to O/Station, i.e. 5 days TDY Washington, D. C.; 30 calendar days home leave St. Louis, Missouri; 20 days TDY Washington, D. C.; return to O/Station. (Indirect route of travel should not be included only direct route for official business.)
  - i. Purpose - reason for orders, i.e. Home Leave and TDY for Training.
  - j. Special Provisions - include any special authorizations, i.e., Unaccompanied baggage each individual (if dependents traveling) to Chicago, Illinois authorized. (Unaccompanied baggage authorized to be sent to home on home leave orders. However, if just TDY involved, unaccompanied baggage authorized only to TDY point.) Travel of dependents wife, Mary, daughter, Jane (age 5 years), son, Thomas (age 2 years) with traveler authorized. (Name, relationship, age of children, should be given.)
  - k. Coordination - not necessary.
  - l. Estimated Cost - usually \$1500 allowed for traveler, \$1000 each dependent 12 yrs of age or over, \$500 each dependent under 12 years.
  - m. Travel to begin on or about - self explanatory. Traveler may travel plus or minus 7 days of this date.
  - n. Termination Approximately - self explanatory.
  - o. Mode of Travel - self explanatory.

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- p. Allowance for Privately Owned Automobile, etc. - (A) when traveling alone and no shipment of automobile involved, (b) when traveling with dependents and/or shipment of automobile involved.
- q. Check remaining boxes as applicable.
- r. Name and Title of Authorizing Official - as applicable.
- s. Certification Box - not necessary.

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